

U.S. SMALL BUSINESS ADMINISTRATION

FY 2015 Strategic Sustainability Performance Plan

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U.S. SMALL BUSINESS ADMINISTRATION

WASHINGTON, DC 20416

U.S. Small Business Administration Sustainability Policy Statement

The SBA's Strategic Sustainability Performance Plan offers a blueprint and a framework for the Agency to execute its mission in a manner that preserves the environment and in the process demonstrates a commitment to creating a clean energy economy. The SBA will lead by example in achieving its sustainability goals by:

- Tracking and reducing its greenhouse gas emissions
- Partnering with the General Services Administration to make sustainable improvements to SBA's existing facilities and to select sustainable facilities in the future
- Increasing the SBA's acquisition of Alternative Fuel Vehicles
- Increasing the SBA's energy and water efficiency
- Reducing the amount of refuse generated and promoting the recycling of a wide variety of products
- Leveraging acquisitions to foster a market for sustainable goods and products
- Promoting electronics stewardship and the purchase of efficient electronics
- Increasing the agency's resilience to the impacts of climate change
- Increasing the agency's communications with SBA staff and the public regarding the importance of these efforts and their role in a clean energy economy

We will integrate our sustainability goals into existing management processes. The Office of the Chief Operating Officer will be the lead office pursuing these efforts under the direction of the Chief Sustainability Officer.

SBA will comply with environmental and energy statutes, regulations and Executive Orders (EOs), and will implement EO 13693 by executing and reporting on the goals in this Strategic Sustainability Performance Plan.

Donna J. Butler
Chief Sustainability Officer

Date

U.S. Small Business Administration 2015 Strategic Sustainability Performance Plan: Executive Summary

I. Vision

The U.S. Small Business Administration's (SBA) Strategic Sustainability Performance Plan offers a blueprint and a framework for the SBA to execute its mission in a manner that preserves the environment and in the process demonstrates a commitment to creating a clean energy economy. In FY 2014, and the first half of FY 2015, the SBA achieved significant progress towards the goals outlined by EO 13514. Notably, in FY 2014 SBA reduced its Scope 3 greenhouse gas emissions by 40% from its FY 2008 baseline. The SBA's small electronics recycling partnership with the U.S. Postal Service also proved to be a success. The SBA recycled 894 pounds of small electronics in calendar year 2014 and an additional 366 pounds in the first five months of 2015. The SBA was recognized for this achievement by the Environmental Protection Agency's Federal Green Challenge who presented the SBA with the Region 3 Innovation Award for being an early adopter of the U.S. Postal Service's small electronics recycling program.

In FY 2015 and FY 2016 SBA plans to continue on this ambitious path by implementing the new requirements established by EO 13693. The SBA has proposed targets for reducing its Scope 1 greenhouse gas emissions from the agency's vehicle fleet by 35% and its Scope 3 greenhouse gas emissions from employee travel and commuting by 40% by FY 2025. To achieve its Scope 1 goal the agency intends to continue its efforts to ensure the agency's fleet is as fuel efficient as possible while raising the proportion of the agency's fleet that is composed of alternative fuel vehicles, zero emissions vehicles, or plug-in hybrids. To achieve its Scope 3 goal the agency plans to continue promoting low-emissions commuting by supporting the use of mass transit, carpools and bike commuting. In addition, the SBA has continued to implement strict caps on travel spending that keep emissions from government travel low. The SBA looks forward to pursuing these goals alongside the other requirements outlined by EO 13693.

II. Leadership

SBA's Office of the Chief Operating Officer, under the leadership of the agency's Chief Operating Officer (COO) and Deputy Chief Operating Officer/Chief Administrative Officer, is leading the implementation of SBA's Sustainability Program. The DCOO/CAO is also the Chief Sustainability Officer for the agency. The Office of the COO coordinates the development and implementation of this plan, and the SBA's Greenhouse Gas Inventory on an annual basis. The Office of the COO also manages the agency's internal sustainability website, the Green Tip of the Month program, its sustainability "suggestion box" e-mail, and its Sustainability News quarterly e-newsletter. The facilities, vehicle fleet, and property management for the agency are all functions associated with the Office of the COO which allows for streamlined sustainability policy development in these areas. In addition, the Office of the Chief Information Officer, Office of Human Resource Solutions and the Office of Disaster Planning and Risk Management, which manages the agency's Continuity of Operations program, are sub-offices under the Office of the COO which facilitates cooperation on topics such as electronics stewardship, Continuity of Operations, climate

change adaptation, and telework. The Office of the COO frequently collaborates with the GSA on facilities related projects because the GSA leases all of the SBA's facilities on behalf of the SBA. Likewise, the Office of the COO works closely with the Office of the Chief Financial Officer on sustainable procurement.

III. Performance Review

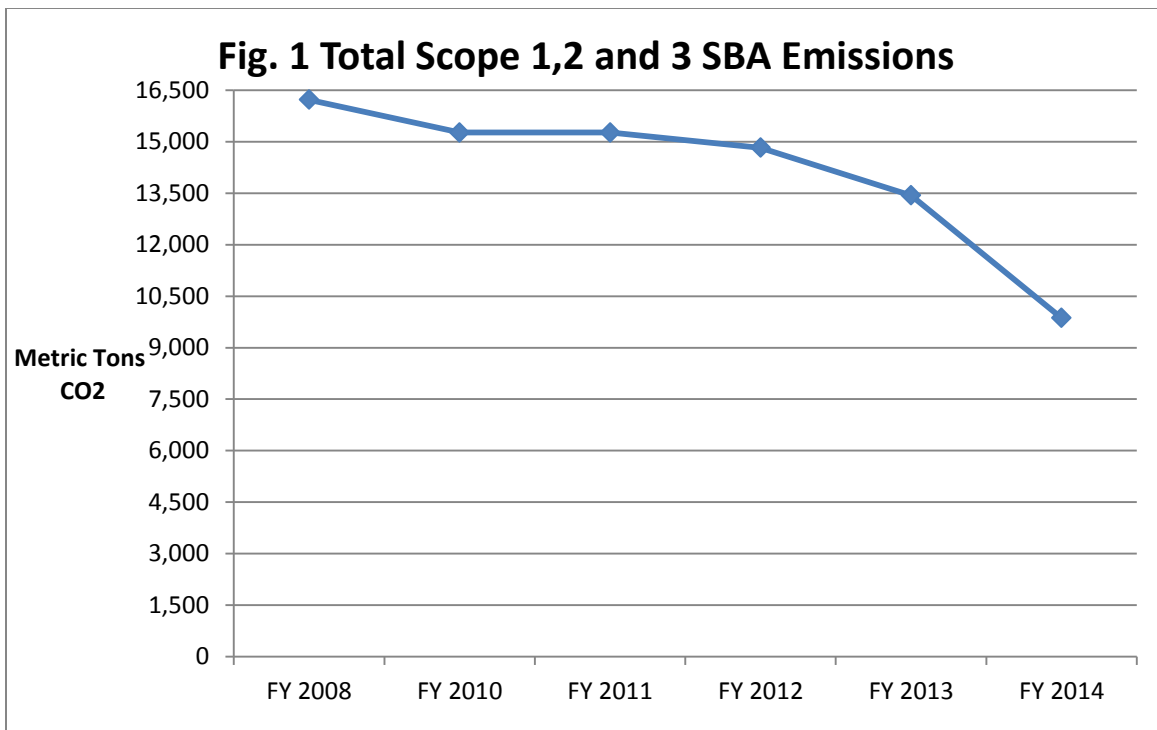
a. Greenhouse Gas (GHG) Emissions

i. Scope 1&2 GHG Emissions

SBA's only mandatorily reported source of Scope 1&2 GHG emissions is the agency's vehicle fleet. SBA uses the Federal Energy Management Program (FEMP) GHG emissions report to track its fleet emissions and inputs them in its annual GHG Inventory. Between FY 2012 and FY 2014 SBA's fleet emissions decreased by 10% and the current level of emissions are below SBA's FY 2008 baseline for the first time. SBA is starting to achieve greater progress in this area because of a fleet right-sizing effort in FY 2013 and improvements to the SBA's vehicle replacement processes that are ensuring AFVs or low-GHG emissions vehicles are procured whenever possible. The major challenge the SBA faces regarding its Scope 1 and 2 emissions is that SBA cannot report most of its emissions due to its occupancy of leased facilities. Nonetheless, SBA voluntarily reported emissions for 23 of its buildings over 5,000 SF in FY 2014. In FY 2015 the SBA will terminate this voluntary reporting and focus on ensuring its leases over 10,000 SF require disclosures of energy usage data required to calculate emissions in accordance with EO 13693.

ii. Scope 3 GHG Emissions

SBA's FY 2014 Scope 3 greenhouse gas emissions were 40% below the agency's FY 2008 baseline. Much of the reduction was achieved through lowered commuter emissions. SBA continues to encourage telework, carpooling, mass transit commuting, and bicycle commuting to maintain emissions at these low levels. In addition, caps on travel spending have contributed to significant decreases in emissions from travel. SBA's emissions from ground travel have decreased by 75% since FY 2008 and its emissions from air travel have decreased by 50% since FY 2008.



SBA's total emissions from Scopes 1, 2 & 3, in Metric Tons of CO₂, decreased by about 39% between FY 2008 and FY 2014.

b. Sustainable Buildings

SBA integrates its efforts to reduce its agency rent footprint¹ with its efforts to increase the sustainable features of its facilities. By FY 2014 the SBA reduced its rent footprint by 4% from its FY 2012 baseline with additional reductions planned for FY 2015 and FY 2016. In FY 2015 SBA also conducted a review of its recent leases to ensure GSA's standard sustainable building clauses were included. The results of the review showed that the standard sustainable building clauses were included in the majority of leases. In FY 2015 and FY 2016 the SBA will focus its efforts on collaborating with the GSA to comply with new requirements for leased facilities over 10,000 SF as well as placing an increased emphasis on procuring sustainable materials and furnishings when renovating leased space.

c. Fleet Management

SBA integrates its compliance with the Presidential Memorandum on Federal Fleet Performance and its Sustainability and Fleet Management Plan development. Between March of FY 2014 and March of FY 2015 the SBA increased the number of AFVs in the agency's fleet from 69% to 72%. This progress was achieved through the acquisition of low greenhouse gas vehicles because many SBA offices are not located near alternative

¹ SBA is referring to the "freeze the footprint" campaign under OMB Management Procedures Memorandum No. 2013-02.

fuel stations. The SBA is currently revising its motor vehicle Statement of Policy. During the revision process the SBA will incorporate new requirements related to zero emissions vehicles, plug-in hybrids and telematics. In addition, one of the SBA's district offices is currently piloting the use of car sharing to reduce the need for leased fleet vehicles and personally owned vehicle travel. The Sustainability Program will review results from this pilot in the hopes of identifying best practices.

d. Water Use Efficiency & Management

SBA's ability to improve its water use efficiency is integrally related to its facilities management system. As an agency whose primary water use comes from office buildings leased through GSA and owned by private landlords or other agencies, SBA is very constrained in its ability to directly control its water efficiency. However, the SBA has identified lease clauses from GSA's template leases that focus on water conservation and the SBA is working to ensure these clauses are included in leases for the SBA's facilities. Finally, the SBA is working to raise the awareness of its employees about the need to conserve water through communication tools such as the Green Tip of the Month and the Sustainability News quarterly e-newsletter.

e. Pollution Prevention & Waste Reduction

SBA's ability to reduce its pollution and waste output is integrally related to its facilities management system. SBA does not directly produce pollution other than municipal solid waste and the emissions associated with its office buildings and its vehicle fleet. SBA does not utilize any toxic chemicals in its operations and all cleaning chemicals are owned and managed by the owners of SBA's leased facilities. However, SBA is able to impact its waste output more directly. SBA is working to increase the amount of glass, metal and plastic recycled by its employees, to increase the recycling of construction debris, to reuse government property whenever possible, and to expand the implementation of a small electronics recycling program in a partnership with the U.S. Postal Service in FY 2015 and FY 2016. SBA recently received recognition for innovation from the Environmental Protection Agency's Region III Federal Green Challenge for its early adoption of the U.S. Postal Service's small electronics recycling program.

f. Sustainable Acquisitions

The SBA only purchases a limited amount of goods and services that are covered by the sustainable acquisitions requirements. Nonetheless, the SBA continues to work to increase its procurement of sustainable goods. The SBA included sustainable procurement clauses in 37 actions in FY 2014. The SBA also continued the implementation of its green procurement training requirement for CORs and Purchase Card holders in FY 2015. Finally, the SBA continues to use FSSI BPAs to procure sustainable goods and services including copiers, wireless internet service, office supplies and shipping services.

g. Electronics Stewardship & Data Centers

SBA is steadily increasing its efforts to achieve its data center consolidation goals and to improve its electronics stewardship. SBA's Data Center management and consolidation is controlled by the agency's requirements to evaluate and consolidate Data Centers under OMB's Data Center Consolidation Initiative. In response to this Initiative, SBA has plans to begin a migration from a data center currently housed at SBA Headquarters to a

consolidated offsite data center in FY 2016. Regarding electronics stewardship, the SBA continues to pursue its small electronics recycling partnership with the U.S. Postal Service and the SBA will investigate an expansion of this program as well as the increased use of UNICOR for electronics recycling in FY 2015 and FY 2016.

h. Renewable Energy

SBA's ability to increase its renewable energy consumption is integrally related to its facilities management system. Because SBA is a tenant in leased facilities owned by private landlords and other agencies, SBA is not in a good position to install or purchase renewable energy directly.

i. Climate Change Resilience

The SBA published its updated Climate Change Adaptation Plan in FY 2015. In FY 2015 the SBA has focused its efforts on an interagency effort to create the new Federal Flood Risk Management Standard (FFRMS), a flexible framework to increase the resilience of federally funded projects against flooding and help preserve the natural value of floodplains. As part of this effort the SBA is developing its plan for implementing Executive Order 13690, *Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting Stakeholder Input*. In addition, the SBA continued to ensure the agency is operationally prepared for climate change through its Continuity of Operations Planning.

j. Energy Savings Performance Contracts

SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. SBA would not receive an appropriate return on its investment from ESPCs because these improvements in efficiency benefit the building landlords who pay for all utilities, and provide no financial benefit to the agency, while incurring significant implementation costs.

IV. Progress on Administration Priorities

a. Sustainable Locations for Federal Facilities

SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. Nonetheless, because the GSA has incorporated significant portions of the Sustainable Locations for Federal Guidance into its standard leasing templates many of SBA's facilities comply with this guidance.

b. Sustainable Practices for Designed Landscapes

The SBA does not exercise any direct control over the landscaping associated with its facilities. The SBA occupies office buildings leased through GSA and owned by private landlords or other agencies. As a result, SBA is very constrained in its ability to control the landscaping at its facilities.

c. Water Efficiency and Management

SBA's ability to improve its water use efficiency is integrally related to its facilities management system. As an agency whose primary water use comes from office buildings leased through GSA and owned by private landlords or other agencies, SBA is very constrained in its ability to directly control its water efficiency. However, the SBA has

identified lease clauses from GSA's template leases that focus on water conservation and the SBA is working to ensure these clauses are included in leases for the SBA's facilities.

d. Preparing the U.S. for the Impacts of Climate Change

The SBA completed a revision to its Climate Change Adaptation Plan in FY 2014. In FY 2015 the SBA has undertaken several efforts to implement E.O. 13653, Preparing the U.S. for the Impacts of Climate Change. Notably, SBA is a member of the Mitigation Framework Leadership Group (MitFLG), which has coordinated an interagency effort to create the new Federal Flood Risk Management Standard (FFRMS), a flexible framework to increase resilience of federally funded projects against flooding and help preserve the natural values of floodplains. Currently, SBA is developing its plan for implementing *Executive Order 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input*.

In addition, the SBA has incorporated two changes into its disaster loan Statement of Policy that add new flexibilities for disaster survivors who wish to rebuild stronger, particularly with regards to protecting the contents of structures. First, post disaster mitigation designed to protect real estate, leasehold improvements, personal property or business contents are eligible for loan funding including: retaining walls, sea walls, grading and contouring land, elevating flood prone structures, relocating utilities and retrofitting structures. Second, it is now permissible for loan recipients to reinforce an existing interior room even if it was not reinforced previously if it can be completed within the approved loan amount. Finally, the SBA has issued grants to Small Business Development Centers, SCORE offices and Women's Business Centers in 13 states impacted by Hurricane Sandy to provide business resiliency training and counseling.

Size & Scope of Agency Operation – Table 1: Agency Size & Scope

Instructions: Enter the appropriate FY 2013 and FY 2014 data for your agency.

Agency Size and Scope	FY 2013	FY 2014
Total Number of Employees as Reported in the President's Budget	3,776	3,128
Total Acres of Land Managed	0	0
Total Number of Buildings Owned ²	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	187	185
Total Building Gross Square Feet (GSF)	1,352,162	1,319,731
Operates in Number of Locations Throughout U.S.	164	163
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	155	156
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	106.3	140.3

² Building information should be consistent with FY 2013 and FY 2014 data submitted into the Federal Real Property Profile (FRPP).

Agency Progress toward (Prior) Sustainability Goals in E.O. 13514 and E.O. 13423

This section provides an overview of agency progress towards the sustainability goals established in E.O. 13514 and E.O. 13423. The subject of many of these goals has been carried over into E.O. 13693 and a review of past performance is useful to determine program effectiveness and development of strategies for future implementation.

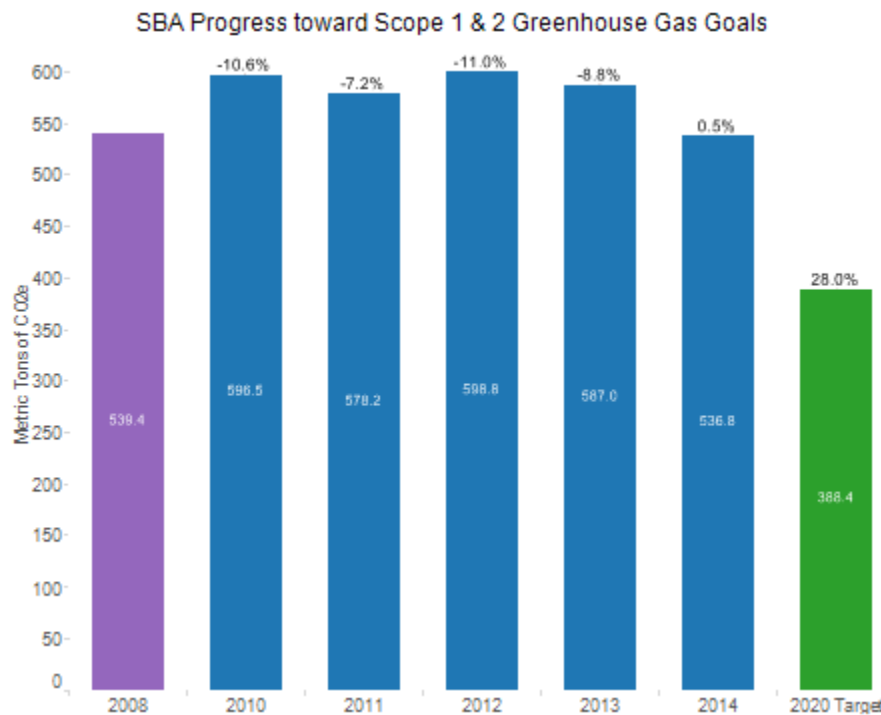
Goal 1: Greenhouse Gas (GHG) Reduction

Agency Progress toward Scope 1 & 2 GHG Goal

E.O. 13514 required each agency establish a Scope 1 & 2 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 target reduction. The blue bars represent annual agency progress towards achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have increased compared to the 2008 baseline.

Figure 1-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

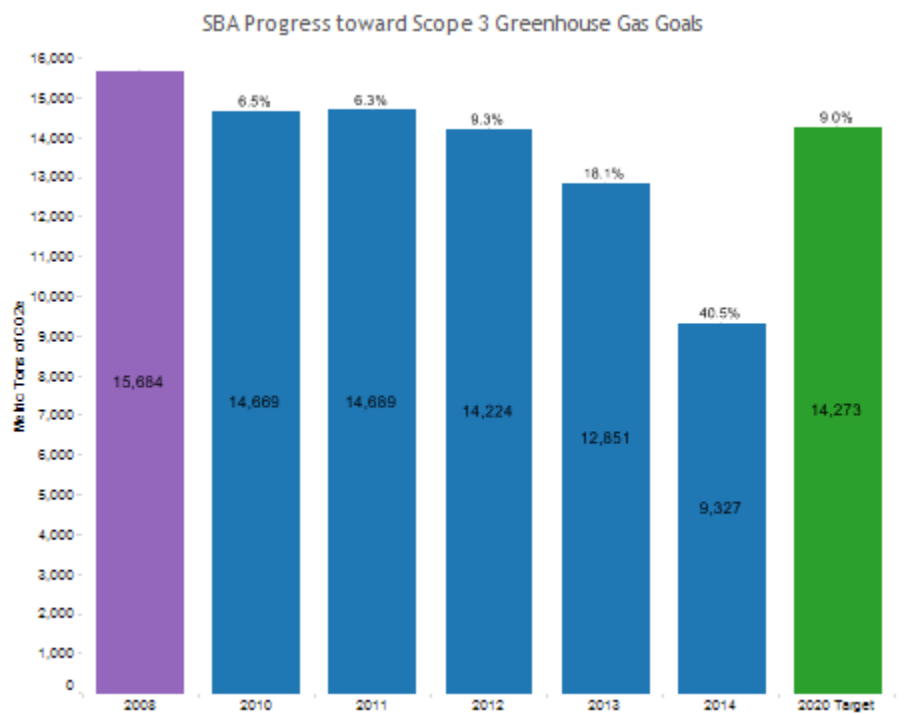


Agency Progress toward Scope 3 GHG Goal

E.O. 13514 required each agency establish a Scope 3 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 reduction target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have increased compared to the FY 2008 baseline.

Figure 1-2

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.



Goal 2: Sustainable Buildings

Agency Progress toward Facility Energy Intensity Reduction Goal

E.O. 13514 section 2 required that agencies consider building energy intensity reductions. Further, the Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30 percent by FY 2015 as compared to the FY 2003 baseline. Agencies are expected to reduce energy intensity by 3 percent annually through FY 2015 to meet the goal. The red bar represents the agency's FY 2003 baseline. The green bar represents the FY 2015 target reduction. The blue bars show annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2003 baseline. A negative percentage value indicates that the energy intensity has decreased compared to the FY 2003 baseline.

Figure 2-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Agency Progress toward Total Buildings Meeting the Guiding Principles

E.O. 13514 required that by FY 2015, 15 percent of agencies' new, existing, and leased buildings greater than 5,000 square feet meet the Guiding Principles. In order to meet the FY 2015 goal, agencies should have increased the percentage of conforming buildings by approximately 2 percent annually from their FY 2007 baseline. The green bar represents the FY 2015 target. The blue bars represent annual agency progress on achieving this target.

Figure 2-2

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Goal 3: Fleet Management

Agency Progress toward Fleet Petroleum Use Reduction Goal

E.O. 13514 required and the Energy Independence and Security Act of 2007 (EISA) requires that by FY 2015 agencies reduce fleet petroleum use by 20 percent compared to a FY 2005 baseline. Agencies were expected to achieve at least a 2 percent annual reduction. The red bar represents the agency's FY 2005 baseline. The green bars represent the FY 2015 target reduction. The blue bars represent annual agency progress on achieving these targets. The percentage at the top of each bar represents the reduction or increase from the FY 2005 baseline. A negative percentage indicates a decrease in fleet petroleum use.

Figure 3-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Agency Progress toward Fleet Alternative Fuel Consumption Goal

E.O. 13423 required that agencies increase total alternative fuel consumption by 10 percent annually from the prior year starting in FY 2005. By FY 2015, agencies must have increased alternative fuel use by 159.4 percent, relative to FY 2005. The red bar represents the agency's FY 2005 baseline. The green bar represents the FY 2015 target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2005 baseline. A negative percentage indicates a decrease in fleet alternative fuel use.

Figure 3-2

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Goal 4: Water Use Efficiency & Management

Agency Progress toward Potable Water Intensity Reduction Goal

E.O. 13514 required agencies to reduce potable water intensity by 2 percent annually through FY 2020 compared to an FY 2007 baseline. A 16 percent reduction was required by FY 2015 and a 26 percent reduction was required by FY 2020. The red bar represents the agency's FY 2007 baseline. The green bars represent the FY 2015 and FY 2020 target reductions. The blue bars represent annual agency progress on achieving these targets. The percentage at the top of each bar represents the reduction or increase from the FY 2007 baseline. A negative percentage value indicates that potable water use intensity decreased compared to the FY 2007 baseline.

Agency data for progress towards the industrial, landscaping and agricultural water use reduction target is not available.

Figure 4-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Goal 5: Pollution Prevention & Waste Reduction

Agency Progress toward Pollution Prevention & Waste Reduction

E.O. 13514 required that Federal agencies promote pollution prevention and eliminate waste. The E.O. required agencies to minimize the use of toxic and hazardous chemicals and pursue acceptable alternatives. It also required agencies minimize waste generation through source reduction, increase diversion of compostable materials, and by the end of FY 2015 divert at least 50% of non-hazardous and 50% of construction and demolition debris.³

Agency Data For This Goal Is Not Available.

³ Waste accounting guidance will be issued in spring of 2015. Agencies will be expected to begin implementation as soon as practicable. Accounting will begin in FY 2016.

Goal 6: Sustainable Acquisition

Agency Progress toward Sustainable Acquisition Goal

E.O. 13514 required agencies to advance sustainable acquisition and ensure that 95 percent of applicable new contract actions met federal mandates for acquiring products that are energy efficient, water efficient, biobased, environmentally preferable, non-ozone depleting, recycled content, or are non-toxic or less toxic alternatives, where these products meet performance requirements. To monitor performance, agencies perform quarterly reviews of at least 5 percent of applicable new contract actions to determine if sustainable acquisition requirements are included.

Figure 6-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Goal 7: Electronic Stewardship & Data Centers

Agency Progress toward EPEAT, Power Management and End of Life Goals

E.O. 13514 required agencies to promote electronics stewardship by: ensuring procurement preference for EPEAT-registered products; implementing policies to enable power management, duplex printing, and other energy-efficient features; employing environmentally sound practices with respect to the disposition of electronic products; procuring Energy Star and FEMP designated electronics; and, implementing best management practices for data center operations.

Figure 7-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Goal 8: Renewable Energy

Agency Renewable Energy Percentage of Total Electricity Usage

E.O. 13514 requires that agencies increase use of renewable energy. Further, EPACT 2005 requires agencies to increase renewable energy use such that 7.5 percent of the agency's total electricity consumption is generated by renewable energy sources for FY 2014 and beyond. For FY 2012, the required target was 5 percent of an agency's total electricity consumption. In 2013, a Presidential Memorandum entitled *Federal Leadership on Energy Management* revised the Federal agency target for agency renewable energy percentage of total electricity usage to reflect a goal of 20% by 2020.

Figure 8-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

Goal 9: Climate Change Resilience

Agency Climate Change Resilience

E.O. 13514 required each agency to evaluate agency climate change risks and vulnerabilities to identify and manage the effects of climate change on the agency's operations and mission in both the short and long term.

This goal is addressed through qualitative commitments on the part of each agency and a summary of progress may be found in the Executive Summary at the beginning of this document.

Goal 10: Energy Performance Contracts

Agency Progress in Meeting President's Performance Contracting Challenge (PPCC) Goal

Energy Performance Contracts, including both Energy Savings Performance Contracts (ESPCs) and Utility Energy Service Contracts (UESCs), enable agencies to obtain energy efficiency investments in buildings and deploy on-site renewable energy through long-term contracts with the private sector, which are in turn paid through savings derived from those investments.⁴

Figure 10-1

Instructions: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

Note: No figure is available for the SBA.

⁴ Goal 10 section is relevant only to agencies subject to the PPCC.

Agency Strategies to Meet Goals of E.O. 13693

To facilitate agency planning and reporting, the majority of the goals for E.O. 13693 take effect in the beginning of fiscal year 2016 (October 1, 2015) and are therefore appropriate for inclusion in this document. As noted previously many of the goals that agencies pursued under the previous executive orders have been carried over into E.O. 13693.

This section provides certain goal areas where "Required Strategies" are identified. Where an agency does not adopt those required strategies as an FY 2016 priority, the agency should explain the rationale for that decision in the strategy narrative. Also included are recommended strategies that represent strategies that have been successfully implemented by the Federal community and may also be adopted as priority strategies.

Goal 1: Greenhouse Gas (GHG) Reduction

Table 1-1: Goal 1 Strategies – Scope 1 & 2 GHG Reductions

Instructions: In Table 1-1 below, list ONLY the top five priority strategies that the agency will implement in FY 2016 to pursue Goal 1 Scope 1 & 2 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Required Strategies under E.O. 13693			
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.	Yes	SBA's only mandatorily reported source of Scope 1&2 GHG emissions is the agency's vehicle fleet. SBA uses the FEMP GHG emission report to track its fleet emissions. SBA's fleet management targets will result in reductions in Scope 1 emissions that will be reflected in the FEMP GHG emission report.	The SBA will use the FY 2015 greenhouse gas inventory to continue monitoring its fleet emissions. The inventory will also be used to gauge whether recent efforts to: (1) increase the number of AFVs and low greenhouse gas emissions vehicles within the SBA's fleet and; (2) to closely follow GSA's vehicle replacement schedules are successfully reducing emissions.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Identify alternative sources of data or alternative methods of analysis not set forth in E.O. 13693, but with the potential to support its goals.	No	Because SBA is only required to report its fleet emissions, the agency does not need additional sources of data or alternative methods of analysis to support its fleet emissions goals.	NA
Identify and support management practices or training programs that encourage employee sustainability and greenhouse gas consideration.	Yes	SBA is currently revising its fleet management Statement of Policy. The revised version will include increased emphasis on the procurement of AFVs, low greenhouse gas emissions vehicles, zero emissions vehicles and plug-in hybrids among other efforts to reduce the emissions from SBA's fleet.	Complete the revision of SBA's fleet management Statement of Policy by July 31st, 2015.
Conceptualize the goals of E.O. 13693 within a projected cost-benefit framework to identify low-hanging fruit.	No	The SBA is focused on meeting mandatory requirements for its vehicle fleet. A cost-benefit framework is not applicable to mandatory requirements.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Isolate successful measures applied toward the goals of E.O. 13514 that could be expanded to meet the goals of E.O. 13693.	Yes	As the SBA has focused on increasing the number of AFVs and low greenhouse gas emissions vehicles in the agency's fleet, SBA has seen its emissions decline. By making revisions to SBA's fleet management Statement of Policy the SBA will be able to expand these efforts.	Complete the revision of SBA's fleet management Statement of Policy by July 31st, 2015.
Determine unsuccessful programs or measures to be discontinued to better allocate agency resources, human and otherwise.	Yes	Previously, the SBA has voluntarily reported Scope 1 emissions from some of its leased facilities. Because of new requirements under EO 13693, the General Services Administration has been charged with reporting emissions from leased facilities over 10,000SF. In order to avoid duplicative reporting, the SBA will no longer report voluntary emissions from its larger leased buildings.	SBA will no longer collect and report voluntary Scope 1 emissions from its leased facilities in FY 2016.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Determine which goals set forth in E.O. 13693 represent unambitious targets given past agency performance, identify by how much they could be exceeded, and establish new within-agency target	Yes	EO 13693 sets a government-wide goal of reducing fleet emissions per mile by 30% by FY 2025. The SBA has proposed a 35% reduction target for its Scope 1 emissions, which only come of the agency's fleet, exceeding the government-wide target.	To be on track to meet its FY 2025 target, SBA will need to reduce its greenhouse gas emissions/mile by 18% from its FY 2008 baseline in FY 2015.

Table 1-2: Goal 1 Strategies – Scope 3 GHG Reductions

Instructions: In Table 1-2 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 1 Scope 3 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Reduce employee business ground travel.	Yes	The SBA has followed guidance from the Campaign to Cut Waste and greatly reduced employee business ground travel since FY 2012 through the use of caps on travel funding.	Reduce employee business ground travel.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Reduce employee business air travel.	Yes	The SBA has followed guidance from the Campaign to Cut Waste and reduced employee business air travel since FY 2012 through the use of caps on travel funding.	Reduce employee business air travel.
Develop and deploy employee commuter reduction plan.	No	SBA is focusing its efforts on increasing the commuting options for the agency's employees, rather than setting specific commute reduction targets.	Develop and deploy employee commuter reduction plan.
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	SBA uses its annual Commuter Survey to track the agency's emissions over time and to identify strategies to reduce emissions. For example, in FY 2015 SBA asked a series of customized questions regarding bikeshare programs to gauge employee interest in this mode of transportation, where it is available.	Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	SBA tracks the percentage of employees who telework through the agency's commuter survey. The percentage of employees who teleworked increased by 7% between FY 2013 and FY 2014. The percentage of weekly teleworkers also increased by 4%.	Increase number of employees eligible for telework and/or the total number of days teleworked.
Develop and implement bicycle commuter program.	No	The SBA is implementing programs to support bicycle commuters, such as participating in the Federal Bike Challenge and piloting agency sponsored memberships to bikeshare programs. However, the SBA will evaluate the need for a bicycle commuter program during its development of its Multi-Modal Access Plan in FY 2016, rather than undertaking this effort at this time.	Develop and implement bicycle commuter program.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Provide bicycle commuting infrastructure.	No	The SBA already provides bicycle commuting infrastructure, such as secure bike racks, at many of its facilities. However, because the SBA occupies fully serviced lease space, the SBA is not in the position to greatly expand the bicycling infrastructure at its facilities at this time.	Provide bicycle commuting infrastructure.
Plan to begin FY 2016: Report scope 3 greenhouse gas emissions for leases over 10,000 E.O. 3(h)(v) rentable square feet.	Yes	SBA will collaborate with GSA to ensure that new leases over 10,000 SF include requirements for the disclosure of greenhouse gas emissions related data.	Plan to begin FY 2016: Report scope 3 greenhouse gas emissions for leases over 10,000 E.O. 3(h)(v) rentable square feet.

Goal 2: Sustainable Buildings

Building Energy Conservation, Efficiency, and Management

Section 3(a) of E.O. 13693 states that agencies will promote building energy conservation, efficiency, and management. Section 3(a)(i) requires agencies to reduce building energy intensity by 2.5% annually through the end of FY 2025 (measured in British thermal units per square foot), relative to a FY 2015 baseline and taking into account agency progress to date, except where revised pursuant to section 9(f) of E.O. 13693.

Building Efficiency Performance, and Management

Section 3(h) of E.O. 13693 states that agencies will improve building efficiency, performance, and management.

Section 3(h)(iii) requires that agencies identify, as a part of the planning requirements of section 14 of this order, a percentage of the agency's existing buildings above 5,000 gross square feet intended to be energy, waste, or water net-zero buildings by FY 2025 and implementing actions that will allow those buildings to meet that target.

CEQ recognizes that any FY 2016 agency projections for this goal are rudimentary estimates. Agencies will be only expected to share lessons learned in implementing this goal and will not be scored or graded on outcomes towards the target established for FY 2016.

This target does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.

Table 2-1: Goal 2 Strategies – Sustainable Buildings

Instructions: In Table 2-1 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 2. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Use remote building energy performance assessment auditing technology 3(a)(A)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Participate in demand management programs 3(a)(B)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Ensure that monthly performance data is entered into the Environmental Protection Agency (EPA) ENERGY STAR Portfolio Manager 3(a)(C)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Where feasible: Incorporate Green Button data access system into reporting, data analytics, and automation processes 3(a)(D)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Implement space utilization and optimization practices and policies 3(a)(E)	Yes	The SBA is developing and implementing space standards for its office space facilities. The SBA is also implementing the Reduce the Footprint guidance issued by the OMB and the GSA. SBA reduced its agency real property footprint by approximately 4% between FY 2012 and FY 2014.	The SBA will submit its 5-yr Real Property Efficiency Plan in July of 2015 which will establish the SBA's goals for space utilization and space reduction for FY 2016-FY 2020.
Identify opportunities to transition test-bed technologies to achieve the goals of this section 3(a)(F)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Where feasible: Conform to city energy performance benchmarking and reporting requirements 3(a)(G)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Begin planning for FY 2020 requirement: Ensure all new construction of Federal buildings greater than 5,000 gross square feet that enters the planning process be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030 3(h)(i)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
In all new agency lease solicitations over 10,000 rentable square feet, include criteria for energy efficiency as a performance specification or source selection evaluation factor 3(h)(iv)	Yes	Beginning in FY 2016, the SBA will work with the GSA to ensure all new lease solicitations over 10,000 SF include criteria for energy efficiency as performance specification or source selection evaluation factor.	SBA will confer with the GSA regarding its strategy for implementing this requirement for upcoming leasing actions over 10,000 SF before the end of FY 2015.
In all new agency lease solicitations over 10,000 rentable square feet, include requirements for building lessor disclosure of carbon emission or energy consumption data for leased portion of building 3(h)(iv)	Yes	SBA will collaborate with GSA to ensure that new leases over 10,000 SF include requirements for the disclosure of greenhouse gas emissions related data.	SBA will confer with the GSA regarding its strategy for implementing this requirement for upcoming leasing actions over 10,000 SF before the end of FY 2015.
In planning new facilities or leases, include cost-effective strategies to optimize sustainable space utilization and consideration of existing community transportation planning and infrastructure, including access to public transit 3(h)(vi)	No	The GSA already includes standard requirements that new leased space acquired for the SBA is convenient to public transportation.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure that all new construction, major renovation, repair, and alteration of agency buildings includes appropriate design and deployment of fleet charging infrastructure 3(h)(vii)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Include climate resilient design and management into the operation, repair, and renovation of existing agency buildings and the design of new buildings 3(h)(viii)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Recommended Strategy			
Install and monitor energy meters and sub-meters as soon as practicable.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Collect and utilize building and facility energy use data to improve building energy management and performance.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Incorporate green building specifications into all new construction and major renovation projects.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Redesign or lease interior space to reduce energy use by implementing daylighting, space optimization, sensors/control system installation, etc.	Yes	The SBA is developing and implementing space standards for its office space facilities. When leases come up for renewal SBA's facilities staff review the space for optimization. When SBA undertakes significant renovations in leased space daylighting is considered to improve the energy efficiency and habitability of the space, and occupancy sensors are installed as a standard piece of lighting equipment.	All leases that are being renewed in FY 2016 will be reviewed for space optimization opportunities.
Develop and deploy energy and sustainability training for all facility and energy managers.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA. As a result, the SBA does not employ individual facility or energy managers.	NA
Include in every construction contract all applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products.	Yes	When the SBA undertakes significant renovations in leased space the SBA will work with the GSA to ensure contracts for building materials and furniture include sustainable acquisition requirements whenever practicable.	In FY 2016 SBA will add sustainable acquisition requirements to the SBA's standards for renovation materials.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Use remote building energy performance assessment auditing technology 3(a)(A)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

Table 2-2: Goal 2 Strategies – Data Center Efficiency

Section 3(a)(ii) of E.O. 13693 states that agencies must improve data center efficiency at agency facilities. Section 3(a)(ii)(C) requires that agencies establish a power usage effectiveness target in the range of 1.2-1.4 for new data centers and less than 1.5 for existing data centers.

Instructions: In Table 2-2 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 2. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Ensure the agency chief information officer promotes data center energy optimization, efficiency, and performance 3(a)(ii)(A)	Yes	SBA will shift its data center investments to more efficient computing platform and technologies.	In the next 12 months SBA will conduct an assessment of the Headquarters Data Center. SBA will also begin a procurement process to establish a new data center environment.
Install and monitor advanced energy meters in all data centers by fiscal year 2018 3(a)(ii)(B)	No	SBA intends to migrate its Headquarters Data Center to an offsite data center starting in mid FY 2016.	NA
Recommended Strategy			

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Optimize agency Data Centers across total cost of ownership metrics.	No	SBA intends to migrate its Headquarters Data Center to an offsite data center starting in mid FY 2016.	NA
Improve data center temperature and air-flow management.	No	SBA intends to migrate its Headquarters Data Center to an offsite data center starting in mid FY 2016.	NA
Identify and consolidate obsolete and underutilized agency computer servers into energy efficient data centers.	No	SBA intends to migrate its Headquarters Data Center to an offsite data center starting in mid FY 2016.	NA

Goal 4: Water Use Efficiency & Management

Potable Water Consumption Intensity Reduction Goal

E.O. 13693 section 3(f) states that agencies must improve water use efficiency and management, including stormwater management. E.O. 13693 section 3(f)(i) requires agencies to reduce potable water consumption intensity by 2% annually through FY 2025 relative to an FY 2007 baseline (measured in gallons). A 36% reduction is required by FY 2025.

ILA Water Consumption Reduction Goal

E.O. 13693 section 3(f)(iii) also requires that agencies reduce their industrial, landscaping and agricultural (ILA) water consumption measured in gallons by 2% annually through FY 2025 relative to a FY 2010 baseline.

Table 4: Goal 4 Strategies – Water Use Efficiency & Management

Instructions: In Table 4 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 4. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Install appropriate green infrastructure features to help with storm- and wastewater management (such as rain gardens, rain barrels, green roofs, or impervious pavement) 3(f)(iv)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Install and monitor water meters; collect and utilize building and facility water data for conservation and management 3(f)(ii)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Recommended Strategy			
Install high efficiency technologies (e.g., WaterSense).	Yes	The GSA requires lessors to use high efficiency plumbing equipment and WaterSense technologies in buildings leased by the SBA.	Continue to use leases requiring lessors to use high efficiency plumbing equipment and WaterSense technologies for leases initiated in FY 2015 and FY 2016.
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost (for best practices from the EPA, go to http://go.usa.gov/KvbF).	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Minimize outdoor water use and use alternative water sources as much as possible.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Install advanced meters to measure and monitor (1) potable and (2) industrial, landscaping and agricultural water use.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Develop and implement programs to educate employees about methods to minimize water use.	Yes	The SBA uses multiple programs to educate employees about sustainability, including water conservation. The SBA publishes "green tips of the month" in the SBA's daily e-newsletter to all employees. SBA's Sustainability Program also releases a quarterly newsletter "Sustainability News."	Include tips on water conservation in the "green tips of the month" and forthcoming issues of "Sustainability News" released in FY 2016.
Assess the interconnections and dependencies of energy and water on agency operations, particularly climate change's effects on water which may impact energy use.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Consistent with State law, maximize use of grey-water and water reuse systems that reduce potable and ILA water consumption.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Consistent with State law, identify opportunities for aquifer storage and recovery to ensure consistent water supply availability.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure that planned energy efficiency improvements consider associated opportunities for water conservation.	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Where appropriate, identify and implement regional and local drought management and preparedness strategies that reduce agency water consumption including recommendations developed by Regional Federal Executive Boards.	Yes	When drought is impacting a particular region, the SBA collaborates with the appropriate GSA Regional Account Manager to ensure facilities leased by SBA have access to resources and recommendations regarding water conservation.	The SBA will collaborate with GSA Regional Account Managers as appropriate in FY 2016.
Install appropriate green infrastructure features to help with storm- and wastewater management (such as rain gardens, rain barrels, green roofs, or impervious pavement) 3(f)(iv)	NA	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA

Goal 5: Fleet Management

Agency Progress toward Fleet Per-Mile Greenhouse Gas Emissions Goal

E.O. 13693 section 3(g) states that agencies with a fleet of at least 20 motor vehicles will improve fleet and vehicle efficiency and management. E.O. 13693 section 3(g)(ii) requires agencies to take actions that reduce fleet-wide per-mile greenhouse gas emissions from agency fleet vehicles relative to a new, FY 2014 baseline and sets new goals for percentage reductions: not less than 4% by the end of FY 2017; not less than 15 % by the end of FY 2020; and not less than 30% by then end of FY 2025.

E.O. 13693 section 3(g)(i) requires that, as a part of the Sustainability Planning process agencies should determine the optimum fleet inventory, emphasizing eliminating unnecessary or non-essential vehicles. This information is generally available from the agency Vehicle Allocation Methodology (VAM) process that is completed each year. To satisfy this requirement for 2015, please include the VAM

results and the appropriate agency fleet management plan to the appendix of this document. Future versions of this plan will require similar submissions by agencies.

Table 5: Goal 5 Strategies – Fleet Management

Instructions: In Table 5 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 5. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Collect and utilize agency fleet operational data through deployment of vehicle telematics – as soon as is practicable, but not later than two years after date of order 3(g)(iii)	Yes	The SBA is revising its fleet management Statement of Policy. The revisions will include requirements established under EO 13693 including the requirement to deploy vehicle telematics in FY 2017. The SBA leases all of its vehicles from the GSA and will collaborate with the GSA to implement this requirement.	Complete the revision of SBA's fleet management Statement of Policy by July 31st, 2015.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management System as well as submitted to the Federal Automotive Statistical Tool reporting database, the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FLEETDASH) system 3(g)(iv)	Yes	The SBA leases all of its vehicles from the GSA. SBA monitors the status of its fleet through its Fleet Management System that consists of Drive Thru and the Federal Automotive Statistical Tool (FAST) reporting database. SBA also recently requested to be included in FLEETDASH.	SBA will begin using FLEETDASH in FY 2016.
Plan for agency fleet composition such that 20% of passenger vehicle acquisitions are zero emission or plug-in hybrid vehicles by 2020, and 50% by 2025. Vehicles acquired in other vehicle classes count double toward this target 3(g)(v)	Yes	The SBA is revising its fleet management Statement of Policy. The revisions will include requirements established under EO 13693 including the zero emissions and plug-in hybrid targets for FY 2020 and FY 2025. The SBA leases all of its vehicles from the GSA and will collaborate with the GSA to implement this requirement.	Complete the revision of SBA's fleet management Statement of Policy by July 31st, 2015.
Plan for appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology 3(g)(vi)	No	This strategy does not apply to the SBA because the SBA acquires all of its facilities through full-service leases provided by the GSA.	NA
Recommended Strategy			

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Optimize/Right-size the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure).	Yes	SBA completed a right-sizing in FY 2013. However, the SBA continues to use the VAM to monitor the size of the SBA's fleet. In addition, the SBA is piloting the use of car sharing to reduce the need for government vehicles and local travel in personally owned vehicles. The pilot has already resulted in the elimination of 1 government vehicle.	Complete a car sharing pilot and analyze the results for use in other offices by mid-year FY 2016.
Increase utilization of alternative fuel in dual-fuel vehicles.	No	Alternative fuel is still difficult to reliably obtain in many of the locations where SBA has facilities.	NA
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	Yes	The SBA currently uses Drive Thru and will use FLEET DASH in the future to measure fuel consumption throughout the year.	Obtain access to FLEET DASH and begin quarterly monitoring by end of FY 2015.
Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.	No	The SBA is already leasing all of its vehicles from the GSA.	NA
Implement vehicle idle mitigation technologies.	No	The SBA leases all of its vehicles through the GSA and the SBA is not aware of an option to implement specific vehicle idle mitigation technologies.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Minimize the use of "law enforcement" vehicle exemption and implementing the GSA Bulletin FMR B-33, Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets of November 15, 2011.	NA	NA	NA
Where State vehicle or fleet technology or fueling infrastructure policies are in place, conform with the minimum requirements of those policies.	NA	NA	NA
Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).	No	NA	NA
Collect and utilize agency fleet operational data through deployment of vehicle telematics – as soon as is practicable, but not later than two years after date of order 3(g)(iii)	Yes	The SBA is revising its fleet management Statement of Policy. The revisions will include requirements established under EO 13693 including the requirement to deploy vehicle telematics in FY 2017. The SBA leases all of its vehicles from the GSA and will collaborate with the GSA to implement this requirement.	Complete the revision of SBA's fleet management Statement of Policy by July 31st, 2015.

Goal 6: Sustainable Acquisition

Sustainable Acquisition Goal - Biobased

E.O. 13693 section 3(i) requires agencies to promote sustainable acquisition by ensuring that environmental performance and sustainability factors are considered to the maximum extent practicable for all applicable procurements in the planning, award and execution phases of acquisition.

Sections 3(iv) and 3(iv)(A) also require that agencies act, as a part of the implementation and planning requirements of section 14 of E.O. 13693, until agencies have achieved at least 95 percent compliance with the BioPreferred and biobased purchasing requirement, to establish an annual target for the number of contracts to be awarded with BioPreferred and biobased criteria and dollar value of BioPreferred and biobased products to be delivered and reported under those contracts in the following fiscal year.

To establish this target, agencies shall consider the dollar value of designated BioPreferred and biobased products reported in previous years, the specifications reviewed and revised for inclusion of BioPreferred and biobased products, and the number of applicable product and service contracts to be awarded, including construction, operations and maintenance, food services, vehicle maintenance, and janitorial services.

The SBA is unable to set targets for BioPreferred procurements. As a small agency that only occupies office space in full-service leased facilities, the agency rarely purchases products that can meet the BioPreferred designation making it exceedingly difficult to project the quantity and dollar value of BioPreferred procurements each year. For instance, in FY 2014 the SBA did not complete any acquisitions where BioPreferred products could be purchased. The SBA commits to providing training to staff who are Contracting Officers, Contracting Officer Representatives and Purchase Card Holders that includes information on the BioPreferred designation.

Table 6: Goal 6 Strategies – Sustainable Acquisition

Instructions: In Table 6 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 6. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
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(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Meet statutory mandates that require purchase preference for recycled content products designated by EPA 3(i)(i)(A)	Yes	All procurement packages developed by SBA employees must include environmental considerations, where applicable. In FY 2014 SBA conducted 37 actions valued at nearly \$3,000,000 that included environmental clauses including 2 actions for environmentally preferable products and services.	The SBA does not conduct many acquisitions that trigger environmental consideration requirements. However, the SBA will continue to monitor the number and value of contracts on an annual basis that include the environmentally preferable preference.
Meet statutory mandates that require purchase preference for energy and water efficient products and services, such as ENERGY STAR qualified and FEMP-designated products, identified by EPA and DOE 3(i)(i)(B)	Yes	All procurement packages developed by SBA employees must include environmental considerations, where applicable. In FY 2014 SBA conducted 37 actions valued at nearly \$3,000,000 that included environmental clauses including 35 actions for with requirements for energy efficient products and services.	The SBA will continue to monitor the number and value of contracts on an annual basis that include energy efficiency requirements. In addition, SBA's OCIO is developing standards for common IT purchases such as laptops and printers that will mandate energy efficient purchases in FY 2016.
Meet statutory mandates that require purchase preference for Biopreferred and biobased designated products designated by the USDA 3(i)(i)(C)	No	The SBA does not procure significant amounts of products that can meet the biobased designation.	NA
Purchase sustainable or products and services identified by EPA programs such as the ones outlined in 3(i)(ii)	No	The SBA does not procure significant amounts of products that can meet these designations.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Purchase Significant New Alternative Policy (SNAP) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons, where feasible 3(i)(ii)(A)	No	The SBA does not procure significant amounts of products that meet this designation.	NA
Purchase WaterSense certified products and services (water efficient products) 3(i)(ii)(B)	No	The SBA does not procure significant amounts of products that meet this designation.	NA
Purchase Safer Choice labeled products (chemically intensive products that contain safer ingredients) 3(i)(ii)(C)	No	The SBA does not procure significant amounts of products that meet this designation.	NA
Purchase SmartWay Transport partners and Smartway products (fuel efficient products and services) 3(i)(ii)(D)	No	The SBA does not procure significant amounts of products that meet this designation.	NA
Purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA that have been determined to assist agencies in meeting their needs and further advance sustainable procurement goals of this order 3(i)(iii)(A)	No	The SBA does not procure significant amounts of products that meet this designation.	NA
Meet environmental performance criteria developed or adopted by voluntary consensus standards bodies consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995 3(i)(iii)(B)	No	The SBA does not procure significant amounts of products that meet this designation.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases 3(i)(iv)(B)	No	The SBA does not procure significant amounts of products that can meet the biobased designation.	NA
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher as designated by future instruction under section 4(e) of E.O. 13693 3(i)(v)	Yes	The SBA's OCIO is developing standards for common IT purchases including printers and copiers that will reduce paper usage through mandatory duplexing and other requirements.	OCIO is developing standards for common IT purchases such as printers and copiers that will mandate duplexing capabilities for implementation in FY 2016.
Recommended Strategy			
Update and deploy agency procurement policies and programs to ensure that federally- mandated designated sustainable products are included in all relevant procurements and services.	Yes	The SBA has developed sustainable acquisition training requirements for CORs and purchase card holders.	The Sustainability Program will collaborate with the Office of the Chief Financial Officer to consider updates and improvements to this training requirement by the end of FY 2015.
Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.	No	The SBA conducted several analyses of its acquisitions in FY 2013 and FY 2014 and found that training for CORs and purchase card holders, which is already in place, was an effective corrective action.	NA
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	No	The SBA will include this clause in applicable contracts, however, the SBA does not conduct many acquisitions where the clause would apply.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals.	No	The SBA's template acquisition plans already require procuring offices to consider sustainability criteria.	NA
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	No	The SBA is prioritizing this strategy as part of its Electronics Stewardship goal.	NA
Report on sustainability compliance in contractor performance reviews.	No	Because the majority of SBA's acquisitions do not involve sustainability criteria, the SBA does not consider this a priority for implementation.	NA
Ensure that agency purchase-card holder policies direct the exclusive use of the GSA Green Procurement Compilation where desired products are listed in the Compilation.	No	The SBA currently encourages purchase card holders to use the GSA Green Procurement Compilation, however, the agency does not wish to make the use of the GPC mandatory at this time.	NA
Employ environmentally sound disposal practices with respect to agency disposition of excess or surplus electronics.	Yes	The SBA participates in the U.S. Postal Service's small electronics recycling program. In addition, the SBA is investigating opportunities to recycle electronics through UNICOR.	The SBA will consider the costs and benefits of expanding the small electronics recycling program by the first quarter of FY 2016. Concurrently, the SBA will also complete its analysis of the costs and benefits of recycling electronics with UNICOR.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Meet statutory mandates that require purchase preference for recycled content products designated by EPA 3(i)(i)(A)	Yes	All procurement packages developed by SBA employees must include environmental considerations, where applicable. In FY 2014 SBA conducted 37 actions valued at nearly \$3,000,000 that included environmental clauses including 2 actions for environmentally preferable products and services.	The SBA does not conduct many acquisitions that trigger environmental consideration requirements. However, the SBA will continue to monitor the number and value of contracts on an annual basis that include the environmentally preferable preference.

Goal 7: Pollution Prevention & Waste Reduction

Agency Progress toward Pollution Prevention & Waste Reduction

E.O. 13693 section 3(j) requires that Federal agencies advance waste prevention and pollution prevention. E.O. 13693 section 3(j)(iii) requires agencies to annually divert at least 50% of non-hazardous construction and demolition debris and section 3(j)(ii) requires agencies to divert at least 50% of non-hazardous solid waste, including food and compostable material, and to pursue opportunities for net-zero waste or additional diversion.

Table 7: Goal 7 Strategies – Pollution Prevention & Waste Reduction

Instructions: In Table 7 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 7. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C 11001-11023) 3(j)(i)	NA	As an agency that only leases office space, the SBA does not maintain any facilities where the EPCRA would apply.	NA
Reduce or minimize the quantity of toxic and hazardous chemicals acquired, used, or disposed of, particularly where such reduction will assist the agency in pursuing agency greenhouse gas reduction targets established in section 2 of E.O. 13693 3(j)(iv)	NA	As an agency that only leases and maintains office space, the SBA does not acquire toxic and hazardous chemicals.	NA
Recommended Strategy			

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	NA	The SBA is not responsible for significant sources of fugitive emissions.	NA
Reduce waste generation through elimination, source reduction, and recycling.	Yes	The SBA surveyed its field office leadership to determine whether there was additional demand for recycling at SBA's field facilities. The results of the survey revealed several offices that desire additional levels of service for recycling.	The SBA will collaborate with the GSA to determine whether additional levels of service for recycling can be provided at 10 field facilities by the end of FY 2015.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials.	Yes	The GSA includes standard requirements that new leased space acquired for the SBA use integrated pest management.	The SBA will continue to include this clause in its lease solicitations in FY 2015 and FY 2016.
Establish a tracking and reporting system for construction and demolition debris elimination.	No	The SBA is not directly responsible for construction and demolition debris.	NA
Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	NA	The SBA does not purchase, use or store chemicals.	NA
Inventory of current HFC use and purchases.	NA	The SBA is not responsible for significant sources of HFC emissions.	NA
Require high-level waiver or contract approval for any agency use of HFCs.	NA	The SBA is not responsible for significant sources of HFC emissions.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure HFC management training and recycling equipment are available.	NA	The SBA is not responsible for significant sources of HFC emissions.	NA
Employ environmentally sound disposal practices with respect to agency disposition of excess or surplus electronics.	Yes	The SBA participates in the U.S. Postal Services small electronics recycling program. In addition, the SBA is investigating opportunities to recycle electronics and other excess property through UNICOR.	The SBA will consider the costs and benefits of expanding the small electronics recycling program by the first quarter of FY 2016. Concurrently, the SBA will also complete its analysis of the costs and benefits of recycling electronics and other excess property with UNICOR.
Recycle debris from construction where practicable.	Yes	The GSA includes standard requirements that new leased space acquired for the SBA include requirements for construction debris to be recycled for projects conducted as Tenant Improvements.	The SBA will continue to include this clause in its lease solicitations in FY 2015 and FY 2016.
Develop and implement programs to educate employees about methods to increase recycling and reduce waste and pollution.	Yes	The SBA will raise employee awareness regarding ways to reduce waste and pollution and increase recycling through the Green Tip of the Month produced in the SBA's daily e-newsletter and through the production of the SBA Sustainability News quarterly.	The SBA will target waste reduction, pollution reduction and increased recycling in its FY 2015 and FY 2016 editions of the Green Tip of the Month and SBA Sustainability News.

Goal 9: Electronic Stewardship

Agency Progress on Electronic Stewardship

E.O. 13693 section 3(l) requires that agencies promote electronics stewardship and requires ensuring procurement preference for environmentally sustainable electronic products as established in section 3(i);

(ii) establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products; and
(iii) employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

Table 9: Goal 9 Strategies – Electronic Stewardship

Instructions: In Table 9 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 9. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Establish, measure, and report procurement preference for environmentally sustainable electronic products 3(l)(i)	Yes	The SBA's OCIO is developing standards for common IT purchases such as laptops and printers that will mandate energy efficient and sustainable purchases.	These standards will be implemented in FY 2016.
Establish, measure, and report policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products 3(l)(ii)	No	The SBA is focusing on procuring technologies that are duplex and power management capable prior to the creation of policies to enable these features.	NA

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Establish, measure, and report sound practices with respect to the agency's disposition of excess or surplus electronic products 3(l)(iii)	Yes	Employ environmentally sound disposal practices with respect to agency disposition of excess or surplus electronics. The SBA participates in the U.S. Postal Services small electronics recycling program. In addition, the SBA is investigating opportunities to recycle electronics through UNICOR.	The SBA will consider the costs and benefits of expanding the small electronics recycling program by the first quarter of FY 2016. Concurrently, the SBA will also complete its analysis of the costs and benefits of recycling electronics and other excess property with UNICOR.
Recommended Strategy			
Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products and monitor compliance.	No	The SBA is handling the disposition of surplus electronics through the strategy described above.	NA
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	Yes	The SBA continues to use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	Continue to use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment in FY 2015 and FY 2016.

Goal 10: Climate Change Resilience

Table 10: Goal 10 Strategies – Climate Change Resilience

Instructions: In Table 10 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 10. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change. (In column C, identify names of agency programs or policies)	Yes	SBA is a member of the Mitigation Framework Leadership Group (MitFLG), which has coordinated an interagency effort to create the new Federal Flood Risk Management Standard (FFRMS), a flexible framework to increase resilience of federally funded projects against flooding and help preserve the natural values of floodplains.	Currently, SBA is developing its plan for implementing Executive Order 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input
Recommended Strategy			
Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	Yes	Yes. The SBA's Continuity of Operations planning includes consideration of impacts from severe weather events.	Each updated plan in FY 2015 and FY 2016 will include updated reviews of these impacts.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.	Yes	The SBA's Continuity of Operations planning includes consideration of health and safety impacts from climate change.	Each updated plan in FY 2015 and FY 2016 will include updated reviews of these impacts.
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	No	The SBA is seeking to make some adjustments to its external programs and policies, but many of these adjustments require legislative changes which remain uncertain as to their implementation.	NA
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	No	The SBA's leadership participates in the Council on Climate Preparedness and Resilience. However, this is not one of the agency's top five strategies.	NA
Identify vulnerable communities that are served by agency mission and are potentially impacted by climate change and identify measures to address those vulnerabilities where possible.	Yes	The SBA has issued grants to Small Business Development Centers, SCORE offices and Women's Business Centers in 13 states impacted by Hurricane Sandy to provide business resiliency training and counseling.	The SBA is seeking to continue this program in FY 2016, but the ability to extend it is currently uncertain.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary.	No	The SBA used the 2014 National Climate Assessment to inform its FY 2014 Climate Change Adaptation Plan. The SBA plans to continue using the assessments and other similar scientific reports and tools, however, this is not one of the agency's top five strategies.	NA
Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.	NA	The SBA does not own or directly lease its facilities and does not manage infrastructure.	NA
Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	No	The majority of the guidelines issued by SBA do not implicate climate change.	NA
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	Yes	The SBA is working to provide additional resources on climate change adaptation for its Office of Field Operations staff who are located across the United States.	The SBA will develop an internal website with information and tools for field employees by the end of FY 2015.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change. (In column C, identify names of agency programs or policies)	Yes	SBA is a member of the Mitigation Framework Leadership Group (MitFLG), which has coordinated an interagency effort to create the new Federal Flood Risk Management Standard (FFRMS), a flexible framework to increase resilience of federally funded projects against flooding and help preserve the natural values of floodplains.	Currently, SBA is developing its plan for implementing Executive Order 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input